

CHAPTER 2

SECURITY

Privacy Act

The Privacy Act balances the Government's need to maintain information about individuals with the rights of individuals to protection from unwarranted invasions of privacy.

Safeguarding EDS information

- Do not disclose information to anyone except those who need it to perform official duties. Do not discuss EDS information with anyone who does not have an official need to know it. Maintain the confidentiality of information even if you leave your position or the subject employee leaves.
 - Make sure information on your computer or desk is not visible to unauthorized individuals. Secure confidential information when you are not at your computer or desk.
 - Immediately retrieve printed copies from your printer or copier.
 - Access only those files required to accomplish your official duties. Do not use knowledge obtained performing those duties for personal gain.
 - Refer disclosure requests from the public or from other agencies to your supervisor.
 - EDS maintains a detailed audit trail—investigators can determine who has done what, when, and where, including any unnecessary access.
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Passwords

- Protect your network password. Do not reveal it to anyone. Do not use anyone else's password. Do not allow anyone to use your password—anything done would be recorded as your actions.
- Change your network password regularly. Passwords should be at least 6 and not more than 8 characters. Don't use obvious words such as names, birth dates, etc.
- Tell your IT staff immediately if you suspect that your password has been compromised. Also, immediately sign on and change your password.
- All users **must** use a screen saver with the password feature enabled. See your IT staff for assistance with this feature.